Computers 8/9 – Microsoft Word

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Symbols Exercise

Learning Objective:

* I can use symbols in Microsoft Word to represent different things.

Instructions:

* Create the page shown on the next page exactly.
* NOTE:
  + You must use Calibri 12 point font.
  + TAB between the symbol and its description
  + You will find the symbols by going to the insert menu and selecting symbol. Other symbols can be found under the Wingdings font.
  + Save the page as “Symbols your Name”
  + Share with teacher.

USEFUL CHARACTERS AND SYMBOLS

USING SPECIAL CHARACTERS

|  |  |
| --- | --- |
|  | The large bullet can be used to indicate items in a listing. |
|  | The hollow bullet can be used for sub-listings showing minor importance. |
| ½ | The one-half symbol is useful when typing mathematic problems. |
| ° | The degrees symbol is needed when typing recipes or indicating temperatures |
| é | The letter “e” with the diacritical mark shown is used in words like resumé. |
| £ | The pound symbol is used in when writing costs in English pounds. |
|  | The check mark is useful for many things. |
| ¢ | The cent symbol is desired when typing information about money. |
| Ä | Many foreign characters are available in the multinational character set. |
| ͢ | The arrow key is available pointing in either direction. |
| ¶ | The paragraph symbol might be desired when you wish to indicate a new paragraph or wish to show what a symbol looks like. |
| ® | The r symbol shows a registered trademark. |
| © | The c symbol shows a copyright. |

\*\*\* In addition to reproducing this document insert 3 more symbols into the table that you think you might use in everyday life.